

3 1761 11547432 2

CA24N
LF
-2108



ADMINISTRATIVE DIVISIONS

January, 1959



PROVINCE OF ONTARIO

Department of Lands and Forests

Hon. J. W. Spooner
Minister

F. A. MacDougall
Deputy Minister

O172



ONTARIO



J. W. Spooner
Minister



F. A. MacDougall
Deputy Minister



J. S. Voerger
Assistant
Deputy Minister



G. H. U. Bayly
Assistant
Deputy Minister

LAW SECTION

Counselling—

Advising upon the legal position of the Department in all matters affecting the Department. Interpretation of Statutes and regulations.

Preparation of—

Legislation, regulations, recommendations to Council, agreements, leases, licences, pleadings, official consolidations of statutes and regulations administered by the Department, and briefs and memoranda on special subjects.

Other Legal Services—

Including settlement of claims and disputes, collection of land accounts, conducting litigation, title searching and conveyancing, examination and checking of patents, leases and licences of occupation.

PERSONNEL SECTION

Recruitment
Job Analysis and position classification
Salary and Wage administration
Employee Relations
Performance Standards
Staff Training and Development
Transfers, promotions, separation
Discipline
Safety and Workmen's Compensation.

PARKS

W. B. Greenwood
Chief

Administration and Operation of all Provincial Parks.

Investigation of and reporting on all areas in the Province having potential Provincial Park value. Preparation of these reports for presentation to the Ontario Parks Board. Board with recommendations to the Minister for acquisition of lands suitable for park purposes in those sections of the Province not adequately served. Examination of Crown land areas for future park development and its reservation for that purpose. Collection of statistical information, and its subsequent use as a guide for the extent and nature of individual park development. Examination of topographic features of each park, and the subsequent preparation of a master plan, based on the potential of each park, as a firm guide for development.

Preparation of designs and plans of all park structures and facilities.

Compilation of a long-term Provincial Park plan.

Supervision of all park improvements, including the following under concession agreements.

The establishment and operation of park museums, naturalist programmes, interpretive programmes, and collection of scientific specimens of the flora and fauna indigenous to the park.

Preparation of park booklets and pamphlets.

SURVEYS

F. W. Beatty
Chief

All matters pertaining to survey of Crown lands, Provincial boundaries, issuing instructions, inspection and examination of surveys of land for disposition by lease, licence or lease. Survey instructions, examination of surveys and completion of public hearings, etc., to confirmations of surveys made under the Survey Act. Compilation, draughting, supervision of printing and distribution of Provincial maps. Compilation, draughting and recording of detail township and area maps, composite maps, charts and graphs. Custody and recording of original plans and field notes of surveys of Crown lands. Photostatic reproductions, printing and distribution of maps and survey records. Compilation of records, origin history and recommendations of topographic features to Canadian Board of Geographic Names. Aerial photography and preparation of maps and mosaics from aerial photographs, library and disposition of aerial photographs. Issuing water power lease applications, inspections and examinations of plans of waterfalls, streams, rapids, falls, disposal and flooded areas.

Providing engineering surveys, reports, design plans and specifications, supervision of construction, alteration and maintenance of park buildings, departmental buildings, fish hatcheries and other structures.

Survey, descriptions and requisitions for land requisitions for Departmental purposes.

Approval of construction of access roads.

Disposition of Crown lands for agricultural, summer resort, townships and special use by sale, lease or licence.

Licensing of water lease, preparation and issuance of patents or documents relative to such disposition.

Land use planning for recreational purposes, agriculture and other special uses.

Maintenance of records of land dispositions, donations and land limits.

Inspection to ensure proper use and fulfilment of requirements for emission of sales and patents.

Preparation of regulations and instructions to field officers.

Enquiry with Dominion authorities for agreements of boundaries of harbours.

FISH AND WILDLIFE

Dr. W. J. K. Harkness
Chief

Enforcement—

Enforcement of The Game and Fishery Act and Regulations, The Fisheries Act (Canada) and Ontario Fishery Regulations; The Migratory Birds Convention Act and Regulations. Supervision, conservation officers, recording collections and fairs, disposal of animals. Appointment, Deputy Game Wardens.

Wildlife—

Wildlife and habitat inventory. Supervision of guides; Crown game preserve; pheasant farms; Wolf and Bear Baiting Act; trapping; fur farms; fur dealers. Recording and planning wildlife management at maximum sustained yield. Recommendation of seasons and bag limits for wildlife.

Commercial Fish—

Commercial fishery management. Issuance of licences. Fisheries statistics.

Game Fish and Hatcheries—

General supervision of hatcheries, fish distribution; biological investigations; lake and stream; polio; sanctuaries; special projects; management by poisoning or net removal of fish; net collection, recording and analysis of statistics; and recommendations of seasons and size, level and possession limits of fish.

Pollution—

General alertness to pollution affecting the interest of fish and wildlife resources and close co-operation with the Ontario Water Resources Commission in prevention and abatement of pollution.

ACCOUNTS

R. R. MacBenn
Chief

Accounting, for all Divisions. Collection of Revenue. Payment of Expenditures.

Internal Audit—

Administration of Land Tax Act.

Preparation of—

Budget Estimates. Financial Reports. Permanent and Temporary staff payroll.

Main Office pay lists.

Salary Records.

Arrangements for meetings and special functions.

Production of Caravels and Information Bulletins.

Motor Vessel Licensing.

Salvage operations.

CENTRAL SUPPLY WAREHOUSE

160 Richmond St. W.

Receiving, checking, care and storage of all supplies and equipment at the central warehouse.

Printing and duplicating of all Departmental forms and numerous pamphlets, circulars, books, etc., produced by the Department each year, including photo reproduction, art work, layout and varietal printing.

Distribution of printed material including folding, stitching and collating of Departmental publications, circulars, pamphlets, hunting and fishing regulations.

Staff Uniforms—maintenance of over 800 personnel in uniform. Shipping supplies and equipment by registered mail to field and Head Office.

Licences—issuing of hunting and fishing licences to licence issuers.

Conservation Information—Correspondence: Inquiries re the Department, publications, forest fire prevention, lands, recreation, fish, wildlife, generally, hunting, fishing.

Publications: Producing, editing, Departmental booklets, pamphlets, reprinting, S.V.O.A. magazine. Arranging for printing, Distribution. Fidelity: Articles for newspapers, magazines. Advancements, material for outside writers, commentators. Advertising copy and layout. Signs and posters. Weekly News Release, special Press Releases. Mass for articles and news copy.

Public Appeals: re conservation of soils, waters, forests, fish and wildlife, open spaces, hunting, boating and bush travel safety, forest fire prevention, recreation, hunting, fishing.

Photography: Maintaining Department darkroom for photo processing, supplying photo library.

Conservation Education—Exhibits: Control of all Department exhibits. Preparation and exhibition of material for use throughout the Department. Visual material: production of slides, 16mm. motion picture film for lecture purposes. Supervision of public lectures by staff to schools, leagues and youth camps, service clubs and church groups. Radio and television programmes. Supply and maintenance of projection equipment and films for all theatres.

Photography: Production of 16mm. motion pictures and script, 35mm. color slide library.

OPERATIONS

P. O. Rhynas
Chief

Office Management—

Procurement of equipment and supplies, including locating sources of supply, securing quotations, selection of site for application, and quality and expediting. Maintaining stock, equipment, and Uniform records and control. Investigating new equipment and office systems. Arranging servicing and maintenance to office and equipment. Permanent allocation of space and space adjustments. Arranging for leased premises. Maintenance and micro-filing of permanent records. Messengers Service: Arrangements for meetings and special functions. Production of Caravels and Information Bulletins. Motor Vessel Licensing. Salvage operations.

CENTRAL SUPPLY WAREHOUSE

160 Richmond St. W.

Receiving, checking, care and storage of all supplies and equipment at the central warehouse.

Printing and duplicating of all Departmental forms and numerous pamphlets, circulars, books, etc., produced by the Department each year, including photo reproduction, art work, layout and varietal printing.

Distribution of printed material including folding, stitching and collating of Departmental publications, circulars, pamphlets, hunting and fishing regulations.

Staff Uniforms—maintenance of over 800 personnel in uniform. Shipping supplies and equipment by registered mail to field and Head Office.

Licences—issuing of hunting and fishing licences to licence issuers.

Conservation Information—Correspondence: Inquiries re the Department, publications, forest fire prevention, lands, recreation, fish, wildlife, generally, hunting, fishing.

Publications: Producing, editing, Departmental booklets, pamphlets, reprinting, S.V.O.A. magazine. Arranging for printing, Distribution. Fidelity: Articles for newspapers, magazines. Advancements, material for outside writers, commentators. Advertising copy and layout. Signs and posters. Weekly News Release, special Press Releases. Mass for articles and news copy.

Public Appeals: re conservation of soils, waters, forests, fish and wildlife, open spaces, hunting, boating and bush travel safety, forest fire prevention, recreation, hunting, fishing.

Photography: Maintaining Department darkroom for photo processing, supplying photo library.

Conservation Education—Exhibits: Control of all Department exhibits. Preparation and exhibition of material for use throughout the Department. Visual material: production of slides, 16mm. motion picture film for lecture purposes. Supervision of public lectures by staff to schools, leagues and youth camps, service clubs and church groups. Radio and television programmes. Supply and maintenance of projection equipment and films for all theatres.

Photography: Production of 16mm. motion pictures and script, 35mm. color slide library.

DIVISION OF TIMBER

J. A. Brodie
Chief

Timber sales and licences—

measuring of timber cut, posting of accounts for collection of sum page charges, compiling statistics.

Production of planting stock at tree nurseries, this includes acquisition, treatment, storage, distributing seed, the establishment of seed production plots, and the distribution of nursery stock for planting.

Management on sustained yield basis of the Forests of the Province, the preparation of the forest inventory and its continuous updating.

Preparation and analysis of operating and management plans covering Crown and Company management units. Directing, cutting methods to promote natural regeneration and release cutting for stand improvement.

Cooperation with—Many other research agencies, including Canadian Government departments, universities, research councils and industrial organizations.

Operations of—Southern Research Station, South Bay Laboratory, Wildlife Station, Algonquin Park.

Management and Reforestation of demonstration forests, County and Municipal forests, Conservation Act forests under agreement for management.

Access Roads—Planning and supervision of the construction of access roads on open up wood producing areas.

Licensing of sawmills, pulp and paper mills.

RESEARCH

R. N. Johnston
Chief

Research in—

Forest Management: Reforestation, Cutting Practice, Thinning, Growth, and Yield.

Site: Survey and evaluation of the site features of soil, climate and vegetation.

Forest Tree Breeding: Selection and breeding of superior strains of forest trees.

Reforestation: Studies of nursery operations and planning methods.

Mechanical Development: Testing and improvement of equipment and development of special requirements of other Departments of the Government of Ontario.

Physiology: Litterology of the Great Lakes.

Wildlife: Life history and population studies.

Cooperation with—Many other research agencies, including Canadian Government departments, universities, research councils and industrial organizations.

Operations of—Southern Research Station, South Bay Laboratory, Wildlife Station, Algonquin Park.

FOREST PROTECTION

T. E. Mackey
Chief

The Division of Forest Protection is comprised of two branches—Forest Protection and Air Service.

The Forest Protection Branch is responsible for forest protection under authority of the Forest Fire Prevention Act, and co-operates with the Federal Service in the control of forest insects and diseases.

The Air Service Branch operates and maintains a fleet of 46 aircraft to meet the flying requirements of the Department and occasional special requirements of other Departments of the Government of Ontario.

Main functions of the Division are:

Fire Control Organization—Staff Distribution, Fire District Boundaries.

Fire Control Planning—Development of instructions for preparation of fire control plans.

Fire Prevention—Travel, fire and work permits. Removal of hazards. Construction of fire guards. Warning to the public of existing and impending fire danger.

Fire Detection—Tower and aircraft patrol. Communication—Radio, telephone and teletype.

Transportation—Aircraft, helicopters, vehicles, watercraft.

Fire Suppression—Arrangements for emergency. Movement of resources including aircraft from region to region as required.

Training—Staff and co-operation with other departments in reporting and suppressing fires.

Agreements with—Municipalities covering all classes of forest fire control.

Forest Service and Department of Agriculture—Control measures based upon advice received from the Department of Agriculture.

Air Service—Maintenance and operation of aircraft in accordance with the Department of Transport Regulations to provide the technical staff, including pilots and engineers.

Statistical and Reporting—Fire Tables and billing records.

Building and Improvement Projects—Programme for all of the Department, liaison with the Department of Public Works and Progress records of all Department establishments.

Equipment—Programme for all of the Department, including vehicle records, licensing and insurance.